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23 May 1947

*Personnel Procurement*  
*PSD-oso*

MEMORANDUM FOR THE RECORD

Subject: Rental of Rooms for Official Needs of Personnel  
Procurement Officials while on Field Assignments.

*File*  
*PCR*

Reference is made to memorandum this subject to ADSO from Special Funds dated 19 May 1947. The alternatives available to Special Funds with regard to recent travel performed by Personnel Procurement officials are the following:

- a) Disallow the cost of hotel rooms used both as office space and sleeping quarters and allow the employee the normal \$6.00 per diem.
- b) Allow the full cost of hotel rooms as office space rental deducting 1/5 of the normal per diem for use of said space as sleeping quarters in accordance with Paragraph 47A and 76 of Standard Government Travel Regulations.

The subject was discussed this date with ADSO who rendered the decision that alternative a) above would be followed. Accordingly, all travel accounts will be processed on a straight travel per diem basis.

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Mr. [ ] was called into the conference by ADSO and the policy was set forth that in the future where it is necessary to use hotel rooms as office space, the rental of such rooms would be formally authorized concurrently with the authorization to travel, and that such office space would be distinct and separate from sleeping quarters. It was acknowledged that this would cost the Government additional expense but in view of the danger of possible misinterpretation of dual use of hotel rooms as a subterfuge to augment Standard Government Travel per diem, this procedure is deemed the most satisfactory.

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Chief, Special Funds

*Note: ADSO later approved acctg's for trips taken prior to 23 May 1947*  
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